

ADMINISTRATIVE - INTERNAL USE ONLY

5 September 1963

MEMORANDUM FOR: Assistant Director, OCR

FROM : CIA Records Administration Officer

SUBJECT : Designation of OCR/LY Copies of OO and CS Information Reports as Record Copies.

1. Information reports produced by Contact Division, Foreign Documents Division and DD/P have been evaluated as permanent records of CIA by the National Archives and Records Service. The records control schedules of these components provide for the permanent retention of a hard copy of each report as a record copy, and these are periodically retired to the Records Center.

2. Those OO and CS information reports which are received by OCR/LY and are filmable are retained on microfilm by OCR/LY for reference purposes. A back-up duplicate film copy is retired to Records Center for permanent retention. Information reports with attachments and non-microfilmable reports, which are received by OCR/LY, are retained in hard copy and subsequently retired to the Center by OCR/LY for reference purposes.

3. DD/P, OO/CD and OO/FDD are satisfied that the microfilm copies retired by OCR are adequate substitutes for the hard copies. They are now requesting revisions of their records control schedules that would permit destruction of Division hard copy files and designate the OCR microfilm and hard copies as Agency record copies. These record copies would remain under OCR control only until inactive and then would be transferred to Records Center to be retained permanently in the record set maintained and controlled by Records Center. Record copies will be made available, as required, to the OCR/LY for reference purposes.

4. I am prepared to approve these revisions because they will eliminate duplication of holdings in the Records Center and release approximately 500 cubic feet of storage space. Attached are copies of the proposed schedule revisions requested by CD and FDD. I will appreciate your concurrence in designating as record copies the OCR film and hard copy collection of these reports.

Attachment

Concurrence

17 Sept. 1963
(Date)

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